



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN EY101845

INSPECTION DETAILS

Inspection Date 22/05/2003
Inspector Name Ingrid Szczerban

SETTING DETAILS

Setting Name Funtastik
Setting Address The Church School
Baildon
West Yorkshire
BD17

REGISTERED PROVIDER DETAILS

Name The Committee of Baildon Childcare Co-operation

ABOUT THE INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality and standard of day care. When making judgements, inspectors have regard to how well the provider meets the National Standards for under Eights Day Care and Childminding. A list of these is attached. The report identifies strengths and areas for improvement.

This inspection report must be made available to all parents.

Information about the setting

Funtastik Out of School Club, is managed by Baildon Child Care Co-operative Ltd. which operates from the premises of the Moravian Church Hall which is situated in the residential village of Baildon in Bradford. This out of school club is provided for children in The Church School premises, Coverdale Way. The opening times are; Monday to Friday 3:30pm-6:00pm during term time, and 8:00am-6:00pm in school holidays. Children attending are primarily from the local community. The group must care for no more than 40 children from 4 years to under 8 years at any one time. The group must not provide overnight care. The large school dining room is the main room; the group may also use the adjacent school gymnasium; the parish room (used by older children over 8 years), and the spacious grounds. Equipment for the club is kept in an under stairs storage room. There are 4 toilets (two of which are for disabled people) and wash basins. Seperate toilets are provided for staff. There are seven members of staff, three of whom are qualified in playwork and a fourth who is studying currently. Two of the unqualified staff are studying for the Sports Leader Course.

How good is the Day Care?

Funtastik Out of School Club provides satisfactory care for children aged 4-8 years. Staff take appropriate measures to ensure that children are safe both inside and outside. Appropriate use is made of the space. They consistently carry out the procedures in the safety policies. Staff ensure children with special needs are fully included in activities. Regular staff meetings promote consistency of care for children. Staff training is encouraged, all staff have first aid training. There is no key person system currently. Age appropriate, stimulating activities are provided, children are interested and occupied. Staff are enthusiastic. They encourage children to make decisions and explore, which gives children confidence. Staff communicate well with the children. Children are encouraged to complete questionnaires about the club. Staff listen to the children and support them in their activities. Effective strategies are used to manage behaviour. Children are well behaved. Partnerships with parents and carers are positive. Newsletters, parent questionnaires and the welcome pack are effective means used for sharing information and seeking feedback. Some of the accident records have not been signed by parents. Documentation for the club is well ordered, however, it does not include a written procedure for uncollected or lost children, nor a statement about special needs. Policies and procedures regarding induction, health and safety, and behaviour could be further improved.

What has improved since the last inspection?

At registration the following the provider agreed to devise an action plan to implement a key person system; to devise a risk assessment for children's access to the kitchen; to devise an action plan and risk assessment to ensure the outdoor play space is secure; to comply with any recommendations from the fire officer regarding the use of the proposed quiet area and fire evacuation drills; and to ensure all policies and procedures comply with the 14 National Standards. The club attempted to implement a key person system but felt that children became confused when their allocated person was off. They will review and implement the system building in greater flexibility. The risk assessment for children's access to the kitchen has been done and is now included in the 'ground rules'. The action plan and risk assessment for the outdoor play space to be made secure has been carried out; a new, high fence has been erected to fully enclose the tennis courts. Following an inspection from the fire department, the club now include the quiet area (parish room) in the fire evacuation drill which is kept in the fire book. The procedure for using the quiet area is included in the ground rules. The door is always kept open when it is in use. All policies and procedures for the 14 National Standards have been reviewed and updated. An action has been raised re the policy for lost and uncollected children and the statement about special needs which were not included.

What is being done well?

Appropriate use is made of the space available. (Standard 2) Staff communicate well with the children. (Standard 3) Children are encouraged to make decisions and explore. (Standard 3) Sufficient, suitable and safe toys and equipment are provided. (Standard 5) Staff have a positive attitude to special needs. (Standard 10) Staff employ good strategies for managing behaviour. (Standard 11) Staff communicate effectively with parents. (Standard 12)

What needs to be improved?

The system for key working to ensure that it is reviewed and implemented. (Standard 2) The training of staff by compiling a staff induction file. (Standard 2) A system to ensure that health and safety checks are completed and recorded regularly. (Standard 6) Records of accidents to children to ensure that they are all countersigned by parents or carers. (Standard 7) Documentation to include a statement on special needs. (Standard 10) The policy on behaviour management to include methods employed to promote positive behaviour. (Standard 11) Documentation to include a procedure to follow in the event of a child being lost or a parent failing to collect a child. (Standard 14)

Outcome of the inspection

Satisfactory

WHAT NEEDS TO BE DONE NEXT?

The Registered Person must take the following actions by the date shown		
Std	Action	Date
7	keep a written record, signed by parents, of all accidents to children.	29/05/2003
2	develop an action plan that sets out the procedures to be followed in the event of a child being lost or a parent failing to collect a child.	29/05/2003
10	develop a special needs statement.	29/07/2003
2	ensure that the key person system is reviewed and implemented.	29/07/2003

The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
2	compile an induction file for staff.
6	devise a health and safety checklist to be carried out weekly.
11	revise the written behaviour policy to include the role of staff in setting a good example, and how positive behaviour is promoted by giving praise and encouragement.

SUMMARY OF NATIONAL STANDARDS

STANDARD 1 - SUITABLE PERSON

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

STANDARD 2 - ORGANISATION

The registered person meets required adult: child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.

STANDARD 3 - CARE, LEARNING AND PLAY

The registered person meets children's individual needs and promotes their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

STANDARD 4 - PHYSICAL ENVIRONMENT

The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 5 - EQUIPMENT

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

STANDARD 6 - SAFETY

The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

STANDARD 7 - HEALTH

The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

STANDARD 8 - FOOD AND DRINK

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 9 - EQUAL OPPORTUNITIES

The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.

STANDARD 10 - SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

The registered person is aware that some children may have special needs and is proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

STANDARD 11 - BEHAVIOUR

Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.

STANDARD 12 - WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

The registered person and staff work in partnership with parents and to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 13 - CHILD PROTECTION

The registered person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

STANDARD 14: DOCUMENTATION

Records, policies and procedures which are required for the efficient and safe management of the provision, or to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.